

MINUTES OF THE MEETING OF  
THE MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES  
JULY 25, 2011

The regular meeting of the Manitowoc Public Library Board of Trustees was called to order in the Board Room at Manitowoc Public Library by Vice President Dolly Stokes at 5:30 p.m., Monday July 25, 2011.

**TRUSTEES PRESENT:** Hazlewood, Kornely, Schmidt, Sczygelski, Stokes, Vollendorf and Waldron

**TRUSTEES ABSENT:** Gratz

**OTHERS PRESENT:** Stewart, Davis, Muchin Young, Hunter, Brandel, Brochtrup (MCLS), and Petersen (MCLS Director)

**MINUTES:** A motion was made by Vollendorf, seconded by Sczygelski, to approve the minutes of the June 27, 2011 Board of Trustees regular meeting. Motion carried.

**FINANCIAL MANAGEMENT REPORT:** A motion was made by Kornely, seconded by Sczygelski, to approve the Financial Management Report for the month of June 2011 in the amount of \$224,007.46. Motion carried.

**CHECK REGISTER:** A motion was made by Kornely, seconded by Sczygelski, to approve the Manitowoc Public Library operating check register for the month of July 2011 in the amount of \$73,751.25. Motion carried.

A motion was made by Kornely, seconded by Sczygelski, to approve the Manitowoc Public Library Foundation Checking check register for the month of July 2011 in the amount of \$866.38 Motion carried.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

- a. Nominating Committee – Trustee Waldron reported on the nominations for the following positions: President – David Gratz; Vice-President – Dolly Stokes; Secretary/Treasurer – Christine Kornely.

A motion was made by Vollendorf, seconded by Sczygelski, so move the nominations be closed and all Trustees cast official ballot confidentially. Motion carried.

**DIRECTOR'S REPORT:** Copies of the Director's Report for the period June 13 thru July 15, 2011 were included in the board packets, as well as highlights from the Department Managers' Reports for the month of June 2011.

Stewart reported the following; the new Health Wellness Plan goes into effect on August 1, 2011; the two employees laid-off in January will be returning to work 15

hours per week starting August 1; additional donations have been received from the Albert R. Schuette estate; and the threshold for annual hours worked before being eligible for WRS has been increased from 600 to 1200.

**TRUSTEE MANUAL REVIEW:**

- a. Trustee Sczygelski gave a review of Chapter 12 “Library Standards” pointing out that there is constant learning and watching of technology changes. He also noted that Manitowoc Public Library is doing a good job keeping up with the current standards.
- b. Trustee Schmidt gave a review of Chapter 13 “Library Advocacy” highlighting the need, as Trustees, to understand the value and importance of the library so we can be advocates to the public.

Trustee Waldron volunteered for Chapter 14 “The Library Board and the Open Meetings Law” and Trustee Hazlewood volunteered for Chapter 15 “The Library Board and the Public Records Law”, to be reviewed at the August 22, 2011 meeting.

**OLD BUSINESS:** Nothing to report

**NEW BUSINESS:** A motion was made by Schmidt, seconded by Kornely, to approve the job description for Librarian. Motion carried.

The Committee of the Whole Meeting previously scheduled for Monday, August 15, 2011, has been rescheduled for Monday, August, 22, 2011 at 4:30 p.m..

The next meeting of the Board of Trustees will be Monday, August 22, 2011 at 5:30 p.m.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Waldron, to adjourn. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary